

## **MVAC MINUTES – AUGUST 14, 2002**

The MVAC meeting was held on August 14, 2002 at the Dept. of Agriculture – ICS. Scott Madsen started the meeting at 9:07 a.m.

In attendance: Lance Clem – CDPS Criminal Justice, Bruce Burgess – DOHE Auraria, Tzyra Andreeva – DOAG, Mary Anne Kramer – CBI, Cher Threlkeld – Wildlife, Patricia Torres – DOLE, Sheila Bieker – DOHE Pikes Peak, Michael Stadler – DOHE UNC, Gene Stroh – DOHE CSU, Dave Monson – DOC, Tony Outen – DOC Limon, Melissa Ingrisano – DONR Geo. Survey, Carol Hoisington – DOHE CU Boulder, Scott Madsen – State Fleet, Russ Wilcox – DOHE CU Colo. Springs, Cindy Hamby – DOR Enforcement Group, Linda Summers – DPA Admin., Frank Tamayo – DOLA, Jim Anderson – DOHE CU HSC, Nestor Lujan – DOR Drivers License, Bryan Flansburg – DOHE CU Boulder, Roger Friedrich – DOHS, Bill Taylor – DPA, Terry Wachsmann – State Fleet, Bob Schley – State Fleet.

### **Underutilization**

- FY02 Final Count - the final count on underutilized vehicles for FY02 is 50.
- Contest Winner - the winner of the contest to see how many vehicles would be on the FY02 underutilized list was Sheila Bieker – Pikes Peak Community College. SFM will pay for a full detail service on a vehicle of her choice in their fleet.
- Appeal Status – there are still vehicles on the FY01 underutilized list that have not been turned into Fleet. Training vehicles and patient transport vehicles are still going through the appeals process.

### **Review of Round Table Issues**

- Communication between SFM and DOR on sold vehicles – Terry Wachsmann – Fleet, SFM has sent DOR a listing of all vehicles sold from 6/01 to 7/02 to update the DOR files. SFM will send an Excel spreadsheet of all vehicles being sold at the time an auction is set up.
- Vehicle replacement process taking too long – Patti Hughes – CU Boulder went through the replacement process that SFM follows. The following questions or issues were addressed:
  1. Inspection procedure on vehicles before reassignment to an agency.
  2. SFM locate a used vehicle not the agency.
  3. Can an agency put money into a denied repair vehicle versus the purchase of a used vehicle.
  4. Funding – SFM has to have the spending authority.

5. Surplus Property is willing to take requests on vehicles and see if they can find them at the New Mexico auction. They will bring the vehicle back for the agency to look at for possible purchase.
  6. Could pre-pay be an option? Agency would pay the lesser.
  7. Grant funded – the agency would pay direct to the dealer after approval.
  8. SFM does a safety check on the vehicle and assesses the criteria on how the reassigned vehicle will be used.
  9. The typical repair on a reassignment vehicle is \$800 - \$900.
  10. Develop a formal inspection on any possible reassigned vehicle. SFM does a preliminary inspection. If the vehicle is eligible for reassignment it is sent to Swis Automotive for a formal evaluation.
  11. Can DOC do this type of inspection? Dave Monson – DOC, previous DPA Executive Director did not approve.
  12. SFM supply a checklist from Swis. Bryan – CU Boulder will oversee this step along with Bob Schley and Mike Maestas from SFM.
  13. Taking too long to get plates and fuel cards on purchased used vehicles.
  14. Additional vehicles requests taking too long to get approval. The requesting agency would like to be kept up to date as to where the request is in the approval process.
- Seasonal vehicles – Cher Threlkeld – Division of Wildlife, SFM is unable to provide an adequate supply of reliable seasonal vehicles due to retaining existing vehicles well past the vehicle's serviceable life. The following are road blocks and a possible solution to the seasonal vehicle issue:
    1. Rental vehicles – it cost \$2,500 to rent a 4-wheel drive pickup for one month. All the insurance had to be purchased for the one-month rental because the Diners Club card excludes SUV's and pickups on its insurance coverage.
    2. Short-term Lease – the Division of Wildlife put out a request for bids on a short-term lease agreement. Enterprise Auto Leasing was the only company to respond, however, an agreement could not be made as they wanted the State to indemnify them. They would not accept a purchase order without an indemnity clause. Since the State is prohibited from indemnifying anyone, per statute, Enterprise would not lease the vehicles.
    3. Personal vehicle mileage – paying employees for personal vehicle mileage works only if the employee has the correct vehicle for the job. Many seasonal employees do not have 4-wheel drive vehicles.

Please send any ideas you have to solve the temporary vehicle shortage situation to Cher Threlkeld, Division of Wildlife, 6060 Broadway, Denver, CO

80216. You may also call Cher at 303-291-7314 or email her at ([cher.threlkeld@state.co.us](mailto:cher.threlkeld@state.co.us)).

### Suspect Replacement List

CARS program needs to filter out vehicles with term payments and donated/confiscated vehicles before sending this list out the agencies.

SFM will make changes to financing terms as requested.

It was asked if SFM could wait to send the suspect list to agencies until after SFM has made the first cut? Scott Madsen would like agencies to send him their opinions on this request. You may email Scott at ([scott.madsen@state.co.us](mailto:scott.madsen@state.co.us)).

The agencies would also like SFM to send a letter to the Vehicle Coordinator if no vehicles are going to be replaced in their fleet and why. This would allow the Vehicle Coordinator to respond.

### Vendor Presentation

Marc Crouch with Colorado Correctional Industries, Juniper Valley Products Auto Body Shop gave the presentation. The body shop is located at 15440 Old Golden Road, Golden, CO 80401. The shop phone number is 303-273-1623. They have been in business for 15 years. Agency needs take priority over public work.

Estimates may be done from 8:00 a.m. to 2:00 p.m. Monday thru Friday. The agency will then need a PO# from SFM to get the repair done. A pickup or 15 passenger van is the largest vehicle they will accept. The normal charge to State agencies is between \$30 and \$32 per hour. The body shop can do minor collision repair and paint touch ups, no frame damage.

The purpose of the body shop is to provide a place for inmates to keep up with their skills or learn a new skill. The profits go to supporting the inmates.

### Open Issues

- Billing Codes – does the same billing code get assigned to vehicles that have been replaced due to denied repairs or rotations? SFM assigns the same billing code as the previous vehicle that has been replaced.
- After hours phone number – the after hours phone line is in place. When calling Authorization after hours the call is transferred to the Help Desk.
- Removal and destruction of plates on auction vehicles – SFM wanted to verify the procedure from CU Boulder and CSU on their procedure for removing and destroying plates on vehicles that will be sold at their auction.

### Vehicle Coordinator Presentation

Tzyra Andreeva – Dept. of Agriculture, did the presentation for August 2002. A tour followed the Power Point presentation.

The meeting was adjourned at 11:00 a.m.

The next MVAC meeting will be held at Colorado State Patrol Academy on September 11, 2002 at 9:00. The address is 15055 S. Golden Road, Rm. C-4. To get to the Academy take I-70 to W. Colfax (exit 262). Turn east on W. Colfax, go to Indiana and turn left. The road will curve left back under I-70. Turn right onto Kilmer St. There is no sign for Kilmer. It is the first entrance to the Camp George West Campus. Turn right on the first street. The CSP Academy is the last building on the left. If you have any questions, please call 303-273-1661 or 303-273-1672.